

Basic Steps for Accessing and Using Zoom

This document provides basic instructions for accessing your Duke Zoom account. Additional training is available for Duke faculty, staff, and students via LinkedIn Learning at <https://www.linkedin.com/learning?u=77842946&auth=true>.

Access your Duke Zoom account.

- Go to duke.zoom.us in a browser
- Click the blue “Sign in” box to configure your account
- You will be prompted to enter your Duke NetID and Password
- This will activate your account and take you to your account page

Start New Meeting

- Select “Meetings” from left-hand side bar
- Select “Personal Meeting Room”
- Select “Start Meeting”. You may be prompted to load the app, this is ok.
- This will immediately start new meeting.

You have now initiated a session. In this session, familiarize yourself with the following;

- Join with computer audio and video
- Mute and unmute your microphone.
- Learn how to manage your view to see participants, active speaker and content.
- Share content.

Schedule New Meeting

- Select “Meetings” from left-hand side bar
- Select “Schedule a New Meeting”
- Complete each option to schedule meeting as necessary
- Click “Save” button at bottom of page
- Once meeting is saved, you will be presented with new page that allows you to add to your calendar, and provides you with a “Join URL” that can be shared with individuals that need to join your Zoom session

Some general notes:

- Position camera near eye level above or below screen.
- Pay attention to lighting and adjust lights or your location so that others can see your face clearly.

Extra credit:

- If you want to change your Personal Meeting ID (PMI) number to something that makes sense to you (such as work phone number) – you can edit this in the “Profile” page.

- Note: The PMI must be a number (that is not currently in use by someone else).

To Join a Session initiated by someone else;

- Go to duke.zoom.us in a browser
- Click the blue “Join” box
- Enter the number for the session provided by the session host.